

(June -Dec 1959)

Chief, Management Staff

13 November 1959

Chief, Records Management Staff

Weekly Report for Week Ending 11 November 1959

1. Contributionsa. Tangible

- (1) Ten offices transferred 485 cu. ft. of inactive records to the Records Center.
- (2) The Center destroyed 9 cu. ft. of records leaving 973 cu. ft. to be burned.
- (3) Completed five new and three revised forms.
- (4) Shelf Filing installed in OTR/Assessment and Evaluation Staff. This installation resulted in a 50% saving of floor space, 30% increase in filing space and the return to stock of 27 file cabinets and 6 supply cabinets. Project complete.
- (5) Shelf Filing installed in OMR/Map Library. Use of shelving provides the Library with an additional 200 feet of filing space. Project complete.

2. Assignments - Activea. Forms

- (1) Twelve new and seven revised forms.
- (2) Teletype Dissemination Information Reports and systems.
- (3) Revision of Dispatch Forms

Survey of IDP usage of dispatches was sent
 for study.

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- (4) Improved Management of Stocked Forms.

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- (5) Expediting Printing of Information Reports.
- (6) Courier Receipt and Log Record and Agency Multi-purpose Envelope.
- (7) Improvement of Quality of Information Reports.
- (8) Forms for RCA-501 Computer System.

b. Shelf Filing

- (1) Office of Personnel
- (2) Contact Division Field Offices
- (3) Office of Security
- (4) Office of Training
 - a. Assessment and Evaluation Staff - see 1a(4)
 - b. Operations School/Headquarters Training

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- (5)
- (6) Office of Communications/TTF Staff
- (7) OER/Map Library
See 1a(5)

c. Filing Systems

- (1) Management Staff, O & M (DD/S) New
Past finding and inventory of files completed.

d. Records Control Schedules

- (1) Executive Registry
- (2) FI Staff
- (3)
- (4) OGI

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e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes.

(2) DD/P Support Records

(3) Predecessor Agency Records

(4) Entrance-on-Duty and Refresher Training Workshop in Filing

42 DD/I employees scheduled to attend Filing Workshop on 16 November.

(5) Physical Consolidation of Vital Materials and Records Center

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(7) Transfer of Certain Captured German Documents from State Department and National Archives to CIA

(8) Records of President's Advisory Committee on Political Refugees

(9) Records Management Survey of OL/ABCD

(10) Records Management Survey of DD/P/FP Support Divisions

Records in the Economic Action Division were inventoried.

3. News

1. \$695 (9% over quota) received in pledges for the United Givers Fund. All members of the Management Staff participated.
2. 93% of the Management Staff contributed \$158.75 (98% over quota) to the Public Service Aid Society.

3. Thirty Records Officers, representing all the major offices in the DD/S and DD/I areas and six divisions in DD/P, attended the 4-5 November conference. Responses from conferees indicate that the objectives of the conference were fully met, namely: (1) to direct attention to the need for increasing records disposition activity, and (2) to gain acceptance of an approach to records management that will call for greater participation by Records Officers.

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